

Section C - Description/Specifications/Statement of Work

Statement of Work (SOW) for Property Management

Property Management Division, Philadelphia Code 107

1.0 INTRODUCTION

1.0.1 The Naval Surface Warfare Center Philadelphia Division (NSWCPD) is a Department of Defense entity responsible for research and development, test and evaluation, engineering and fleet support organization for the Navy's ships, submarines, military watercraft and unmanned vehicles. This requirement is for NSWCPD Code 107, which is responsible for oversight of policy and compliance in the areas of Operating Materials & Supplies (OM&S), Plant Property & Equipment (PP&E)/ Asset Management, and Purchase Requisitions (PR).

1.0.2 This contract is for non-personal services. It does not create employment rights with the U.S. Government whether actual, inherent, or implied

1.0.3 Government / Contractor Relationship

(a) The services to be delivered under this Task Order are non-personal services and the parties recognize and agree that no employer-employee relationship exists or will exist under the Task Order between the Government and the Contractor's personnel. Therefore, it is in the best interest of the Government to provide both parties a full understanding of their respective obligations.

(b) The Contractor employees shall identify themselves as Contractor personnel by introducing themselves or being introduced as Contractor personnel and displaying distinguishable badges or other visible identification for meetings with Government personnel. In addition, Contractor personnel shall appropriately identify themselves as Contractor employees in telephone conversations and in formal and informal written correspondence

(c) Contractor personnel under this Task Order shall not engage in any of the inherently Governmental functions listed at FAR Subpart 7.5 or DFARS Subpart 207.5.

(d) Employee Relationship:

1) The services to be performed under this Task Order do not require the Contractor or its personnel to exercise personal judgment and discretion on behalf of the Government. Rather the Contractor's personnel will act and exercise personal judgment and discretion on behalf of the Contractor.

2) Rules, regulations, directives, and requirements that are issued by the U. S. Navy and NSWCPD under its responsibility for good order, administration, and security are applicable to all personnel who enter a Government installation or who travel on

Government transportation. This is not to be construed or interpreted to establish any degree of Government control that is inconsistent with a non-personal services contract.

(e) Inapplicability of Employee Benefits: This Task Order does not create an employer-employee relationship. Accordingly, entitlements and benefits applicable to such relationships do not apply.

(f) Notice. It is the Contractor's, as well as the Government's, responsibility to monitor Task Order activities and notify the Contracting Officer if the Contractor believes that the intent of this Section has been or may be violated.

1) The Contractor should notify the Contracting Officer in writing within three (3) calendar days from the date of any incident that the Contractor considers to constitute a violation of this Section. The notice should include the date, nature, and circumstances of the conduct; the name, function, and activity of each Government employee or Contractor official or employee involved or knowledgeable about such conduct; identify any documents or substance of any oral communication involved in the conduct; and the estimate in time by which the Government must respond to this notice to minimize cost, delay, or disruption of performance.

2) The Contracting Officer will, within five (5) calendar days after receipt of notice, respond to the notice in writing. In responding, the Contracting Officer will either:

- (i) Confirm the conduct is in violation and when necessary direct the mode of further performance,
- (ii) Countermand any communication regarded as a violation,
- (iii) Deny that the conduct constitutes a violation and when necessary direct the mode of further performance, or
- (iv) In the event the notice is inadequate to make a decision, advise the Contractor what additional information is required, and establish the date by which it should be furnished by the Contractor.

1.1 Background

The Property Management Division (Code 107) of the Naval Surface Warfare Center Philadelphia Division (NSWCPD) consists of three branches: Supply, Purchase Requisition (PR), and General Equipment. As part of its mission, the Division performs oversight of policy and compliance in the areas of Operating Materials & Supplies (OM&S), Plant Property & Equipment (PP&E)/ Asset Management, and PRs. The Division also is responsible for all OM&S, PP&E/AM, and PR Creation management functions including policy development, financial and physical accountability, training, performance monitoring, and process improvements.

Code 1071, the Purchase Requisition (PR) Branch's mission is to perform technical screening and properly execute all purchase requisitions initiated for the procurement of property. The Branch also develops skilled and knowledgeable PR Creators and AdHOC Approvers through training and documentation, provides superior in-house triage PR support, and monitors PR creator performance.

Code 1072, the Supply Branch serves as NSWCPD's subject matter experts (SMEs) in supply chain management. This Branch provides liaison support including the coordination of supply chain management functions between NSWCPD and Naval Sea Logistics Center. For the OM&S program, this Branch conducts personnel training, monitors inventory records, performs physical

inventory validations, completes inventory discrepancy causative research, processes shipping invoice certification, researches and corrects Military Standard Requisitioning and Issue Procedures (MILSTRIP) orders, monitors and corrects inventory general ledger accounts (GLAs), processes disposition, and ensures Financial Improvement Audit Readiness (FIAR) compliance.

Code 1073, the General Equipment Branch is responsible for developing, training, and executing the policies, guidance, and standard operating procedures (SOPs) related to the management of PP&E/AM. This Branch interfaces between the Technical Departments, the Comptroller's Office, and the Capital Investment Program Manager to ensure that all PP&E is acquired, captured, documented, barcoded, and processed, including proper disposition in accordance with NSWCPD, Naval Sea Systems Command (NAVSEA), NAVY, and Department of Defense (DoD) regulations.

1.2 SCOPE OF WORK

The NSWCPD Property Management Division Code 107 supports the OM&S, PR, and PP&E programs. To execute its responsibilities, the Division requires technical support, project support, and services for its programs in Philadelphia, Pennsylvania and other locations in accordance with Section 7.0 "Travel."

The contractor shall provide technical, project, analytical, program, and supply chain management services needed to efficiently and effectively support the Property Management Divisions' GE, OM&S, and PR Creation programs. The services required for support will fluctuate with the inventory validation cycles and FIAR compliance testing performed.

This Statement of Work describes the services and deliverables via technical instruction letters to meet specific requirements. Work performed under this contract will include:

- a. Physical inventory validation
- b. Inventory completeness and existence validations
- c. Inventory discrepancy causative research
- d. Technical screening and PR creation
- e. PR financial and technical data review
- f. PP&E capture, documentation, and labeling
- g. Development and maintenance of guidelines, policies, and SOPs
- h. Material dispositioning preparation and paperwork
 - i. Analysis of current supply chain management, PP&E, and PR management with recommendations for improvements to compliance and efficiency
 - j. Development and analysis of performance metrics on process compliance and efficiency
- k. Coordination of process changes, business rule updates, and program status between Departments
 - l. Assistance in the research of MILSTRIP statuses and cancellations
- m. Execution of OM&S inventory transactions and movements
- n. Property Valuation Research
- o. Input, monitoring, and coordinating the Product Data Reporting and Evaluation Program (PDREP)
- p. Container Control Operations

Contractor shall provide labor services and contractor's facilities Monday-Friday (0730-1600) to assist and perform the following:

- a. Post Key Support Documents (KSDs) IAW established ERP Business Rules and OM&S Policies (i.e, KSDs posted, etc.)
- b. Assist and provide data entry supporting the PDREP program.
- c. Assist and perform inventories.
- d. Liaison with the Government Responsible Officials (RO) to have material receipted, stored, inventoried, issued/consumed, and disposed.
- e. Create 1149's in ERP.
- f. Monitor and manage "code bins" for material delivered to assigned tech code.
- g. Liaison with the ROs to transfer excess material to fleet sourcing program.

- h. Based on the Government's disposition, mark and group excess items for 1) fleet sourcing (plant stock) or 2) disposal /DRMO.
- i. Physically counting inventory items and documenting results.
- j. Assist and perform causative research on inventory discrepancies.
- k. Performing transactions in Navy ERP for Physical Inventory reconciliation.
- l. Perform material staging, kitting, HAZMAT handling, and material distribution.
- m. Operation of Material Handling Equipment (MHE) to support warehouse operations (i.e. warehousing, receipt, segregation, storage and inventory, packing and crating, shipping and receiving, disposal, material tracking, etc.)
- n. Contractor will provide a team lead for the contract workforce as the primary interface with onsite government personnel.

Contractor's facility should meet the following minimum requirements:

- a. Located within 20 miles of Norfolk Naval Base, 1968 Gilbert Street, Norfolk VA 23511
- b. 50,000-60,000 square feet of floor space (~half bulk storage, half rack space), Minimum floor load shall be 400lbs per square foot. Minimum ceiling height is 15'.
- c. Facility shall contain ability to provide both dock level and grade level loading, with minimum door dimensions of 14' x 14'.
- d. Facility shall have space to park two government vehicles in addition to visitor parking (3 spaces)
- e. Fire suppression system (WET or DRY) to house/store material (including HAZMAT) meeting state and local requirements.
- f. 600 square foot footage controlled environment office space to accommodate warehouse workforce plus two government FTEs.
- g. MHE equivalent to (1) 2K capacity forklift and (1) 10K capacity forklift.
- h. Facility will only house unclassified material and must be maintained to prevent loss/theft/destruction of material.

2.0 APPLICABLE DOCUMENTS

2.1 SECNAVINST 4440.33A – Operating Materials and Supplies – Accountability and Management

<https://www.secnav.navy.mil/doni/secnav.aspx>

2.2 FAR Part 45.1 – SFFAS No.3

<https://www.acquisition.gov/browse/index/far>

2.3 FAR Part 51, Vol 3

<https://www.acquisition.gov/browse/index/far>

2.4 FMR 7000.14-R

<https://comptroller.defense.gov/FMR/>

2.5 DoD Regulation 4140.1-D – Supply Chain Material Management Regulation, May 2003

<https://www.esd.whs.mil/Directives/issuances/dodm/>

2.6 OPNAVINST 4440.26A – OPERATING MATERIAL AND SUPPLIES AND GOVERNMENT FURNISHED MATERIAL MANAGEMENT

<https://www.secnav.navy.mil/doni/opnav.aspx>

2.7 DoD Instruction 5000.76 – Accountability & Management of Internal Software.

<https://www.esd.whs.mil/Directives/issuances/dodi/>

2.8 DoD Instruction 5000.64 – Accountability and Management of DoD Owned Equipment and Other Accountable Property

<https://www.esd.whs.mil/Directives/issuances/dodi/>

2.9 NAVSUP P485 Vol 3, Vol 1

https://www.navsup.navy.mil/site/public/wss/documents/business_opps/local_clauses_contracts/pub_485_ashore_supply_vol_3.pdf

2.10 DoD 4000.25-1

(Attached)

2.11 DTR 4500.9-R

<https://www.ustranscom.mil/dtr/dtrp2.cfm>

2.12 NAVSEAINST 7320.1A - Plant, Property, and Equipment Policies and Procedures

(Attached)

2.13 SECNAVINST 4855.3C – Product Data Reporting and Evaluation Program

<https://www.secnnav.navy.mil/doni/secnav.aspx>

2.14 SECNAVINST 7320.10A – Department of the Navy (DON) Personal Property Policies and Procedures

<https://www.secnnav.navy.mil/doni/secnav.aspx>

2.15 FMR DOD 7000.14R Vol 4

<https://comptroller.defense.gov/FMR/>

The Contractor shall reference and utilize the latest version available when performing tasks within this SOW.

3.0 REQUIREMENTS

Upon the issuance of Technical Instructions (T.I.'s), to be issued by the Contracting Officer and Contracting Officer Representative identified under this Seaport Order, the contractor shall support OM&S, PP&E/AM, and PR Management tasks as specified below. Performance of the requirements will be on-site at NSWCPD, and at the contractor's facilities, in accordance with the estimated level of effort identified under Section 9, herein. Some of the work requires temporary travel to locations as specified under Section 7, contained herein. Actual tasking will be defined under applicable T.I.'s.

3.1 The contractor shall analyze, develop, and/or make recommendations to update processes, procedures, guidelines, SOPs, business rules, instructions, memorandums, white papers, Plans of Actions and Milestones, plans, schedules, and policies related to OM&S, PRs, and PP&E/AM.

3.2 The contractor shall analyze, develop and update training documentation related to OM&S, PRs, and PP&E/AM. The contractor shall support training sessions including scheduling, tracking attendance, and providing updated attendance records.

3.3 The contractor shall develop POA&M schedules in Microsoft Project, meeting minutes, track action items, coordinate testing, training events and Power Point presentations to address tasks within the Statement of Work (SOW) as necessary.

3.4 The contractor shall research and develop technical reports, provide technical risk analysis and problem resolution in support of the SOW related efforts.

3.5 The contractor shall plan and facilitate working group meetings to include NSWCPD and other attendees to present program plans, strategies, exchange ideas and process concepts in SOW related systems.

3.6 The contractor shall perform and provide assistance to personnel to ensure proper coding, tracking, disposal based on Government's disposition , paperwork, transfer, usage, labeling, location, movements, availability, receiving, shipping, issuing, repairables, harvested material and storage.

3.7 The contractor shall locate, identify, document, label, transact and process material, OM&S and PP&E in the Navy's approved Accountable Property System of Record.

3.8 The contractor shall conduct physical inventory efforts to validate and correct inventory records of both OM&S and PP&E/AM.

3.9 The contractor shall perform causative research to determine causality of inventory discrepancies, correct the system of record, and assist with the completion and tracking of DD Form 200 or Fair Market Value paperwork.

3.10 The contractor shall locate, identify, value research, document, label, facilitate custodian documentation, update the system of record, process un-posted/un-barcode PP&E/AM, and process new and existing PP&E/AM.

3.11 The contractor shall assist in compliance efforts related to FIAR including inventory completeness and existence validations, identification of risks, performing internal control testing, documentation of validation results, and identifying recommendations to resolve FIAR, Inspector General (IG), or other audit deficiencies.

3.12 The contractor shall update and maintain posting of documentation on NSWCPD SharePoint.

3.13 The contractor shall perform analysis of supply chain management, PP&E/AM, and PR management and provide recommendations for improvements to compliance and efficiency.

3.14 The contractor shall identify, research, document, relocate, package, track, and process paperwork for the disposition of material, OM&S, and PP&E/AM in accordance with NAVY, DoD, and NSWCCD policies, regulations, and processes including the use of form DD 1348-1A through Electronic Turn In Document System (ETIDS).

3.15 The contractor shall assist with transfer of PP&E/AM between custodians or offsite including tracking documentation and acquiring approvals.

3.16 The contractor shall track and report customer interactions, complaints, suggestions, and comments and provide reports in accordance with Section 4.4.

3.17 The contractor shall perform analysis of storage locations to determine areas for optimization including effective storage usage, layout, material flow, labeling, and technological solutions.

3.18 The contractor shall provide assistance in the research and creation of unique material master numbers and perform material master number extensions. The contractor shall perform review, completion, documentation, submission and tracking of helpdesk tickets.

3.19 The contractor shall identify and execute metrics to identify, monitor, and trend performance metrics in the areas of OM&S, PR, and PP&E/AM. The contractor shall analyze the metrics and provide recommendations for improvements or changes to the process.

3.20 The contractor shall analyze material needs, process material requests, and provide recommendations as to effective operation of Shop Stores. The requirement is to review and develop metrics to the Government on usage, potential additions/subtractions of material, min/max, etc. This would be based on metrics developed and monitored by the contractor.

3.21 The contractor shall enter 15,000 – 20,000 MILSTRIP and P-Card Purchase Requisition Line Items per year with a minimum accuracy of 90% into the Navy Enterprise Resource Planning (N-ERP) program in accordance with references documents in Section 2 and local instructions.

3.22 The contractor shall provide warehouse management services in the Norfolk area

3.23 Contractor Safety

The contractor is responsible for providing and ensuring their personnel and subcontractors are trained and equipped with the appropriate safety equipment (personal protective equipment - hard hats, safety glasses, personal flotation devices, gloves, safety shoes, etc.) The Contractor shall ensure that all personnel are properly trained in accordance with OSHA guidelines and their specific tasking and work locations. E.g. fall protection training, MSDS familiarization, first aid, confined spaces, etc. The contractor is responsible for all subcontractors under their contract and shall ensure the subcontractor's employees have appropriate safety equipment, are properly trained, and comply with all safety standards and laws. The Government retains the right to stop any action(s) on the part of the contractor or subcontractors where there is an immediate perceived threat to life or limb.

Contractor shall provide conduct periodic reviews of their employees to ensure safety compliance and training is being followed and up to date

4.0 DATA REQUIREMENTS

4.1 Contract Status Report (CDRL A001)

4.1.1 This report shall reflect both prime and Subcontractor data if applicable at the same level of detail.

4.1.2 The CDRL shall be delivered electronically, unless otherwise stated, and while Contractor's format is acceptable, Government's approval is required from the COR.

4.1.3 The Contractor shall prepare a monthly status report. The Monthly status report shall include: amount funded (ODC and Labor), amount expended (ODC and Labor), number of labor hours used during the reporting period, cumulative amount expended to date (ODC and Labor), number of labor hours used to date, summary of tasking performed during the reporting period and a summary of ODC Usage for the reporting period. In addition, the report shall include progress of work performed, the status of all program assigned tasks, and a description of any problems encountered during the reporting period. (The first report is due 30 days after task order award and the remaining reports shall be due the same day of every month thereafter.) (CDRL A001)

4.2 Travel/Trip Report (CDRL A002)

4.2.1 This report shall reflect both prime and subcontractor data if applicable at the same level of detail.

4.2.2 The CDRL shall be delivered electronically, unless otherwise stated, and while Contractor's format is acceptable, Government's approval is required from the COR.

4.3 Contractor's Personnel Roster (CDRL A003)

4.3.1 The CDRL shall be delivered electronically, unless otherwise stated, and while Contractor's format is acceptable, Government's approval is required from the COR. This report shall reflect both prime and subcontractor data if applicable at the same level of detail.

4.4 Internal Contractor Technical Data Report (CDRL A004)

4.4.1 The contractor shall provide a customer interactions report detailing: complaints, suggestions, inquiries, resolutions, response time and comments monthly.

4.5 Property Management OM&S (CDRL A005)

4.5.1 This report shall reflect both prime and subcontractor data if applicable at the same level of detail.

4.5.2 The CDRL shall be delivered electronically, unless otherwise stated, and while Contractor's format is acceptable, Government's approval is required from the COR.

4.6 Government Property Inventory Report (CDRL A006)

4.6.1 This report shall reflect both prime and subcontractor data if applicable at the same level of detail.

4.6.2 The CDRL shall be delivered electronically, unless otherwise stated, and while Contractor's format is acceptable, Government's approval is required from the COR.

5.0 SECURITY REQUIREMENTS

5.1 The Contractor is responsible for completing all required Government mandated training to maintain security and network access to government sites and IT systems to include but not limited to: Antiterrorism Level 1 Awareness; Records Management in the DON: Everyone's Responsibility; Training and Readiness: The Active Shooter; NAVSEA Introduction to Controlled Unclassified Information; Operations Security (OPSEC); NAVSEA Counterintelligence Training; Privacy and Personally Identifiable Information (PII) Awareness Training; NAVSEA Physical Security training and Cybersecurity 101 Training. Certificates of successful completion shall be sent to the COR and as otherwise specified in the contract.

5.2 In accordance with the NISPOM DoD 5220.22M, Contractor personnel that require access to Department of Navy (DON) information systems and/or work on-site require an open investigation or favorable adjudicated Tier 3 by the Vetting Risk Operations Center (VROC). An interim clearance is granted by VROC and recorded in the Joint Personnel Adjudication System (JPAS). An open or closed investigation with a favorable adjudication is required prior to issuance of a badge providing access to NSWCPD buildings. Furthermore, if the Navy Central Adjudication Facility, have made an unfavorable determination access will be denied. For Common Access Card (CAC) you must have an open investigation and or favorable adjusted investigation. Interim security clearance are acceptable for a CAC. Access will be denied for anyone that has eligibility pending in JPAS. Vetting through the National Crime Information Center, Sex Offender Registry, and the Terrorist screening database shall be process for a contractor that does not have a favorable adjudicated investigation.

5.3 Contractor personnel that require a badge to work on-site at NSWCPD must provide an I-9 form to verify proof of citizenship. The I-9 form should be signed by the company Facility Security Officer or the company Human Resource Department. In addition to the I-9 form, Contractors shall also bring their birth certificate, current United States Passport or naturalization certificate and state issued ID to the NSWCPD Security Officer at the time of badge request to verify citizenship. Any contractor that has unfavorable information that has not been favorably adjudicated, by Department of Defense Central Adjudication Facility (DOD CAF) will not be issued a badge.

5.4 The Contractor shall appoint a Facility Security Officer (FSO), who shall (1) be responsible for all security aspects of the work performed under this contract, (2) assure compliance with the National Industrial Security Program Operating Manual (NISPOM) (DOD 5220.22-M), and (3) assure compliance with any written instructions from the NSWCPD, Security Office Code 105.

5.5 The Prime Contractor shall:

- 5.5.1 Forward signed copies of DD254s provided to subcontractors to the Naval Surface Warfare Center Philadelphia Division (NSWCPD), ATTN: S
- 5.5.2 Direct the subcontractor to obtain approval, through the prime Contractor, for the public release of information received or generated by the prime Contractor.
- 5.5.3 Submit the subcontractor request for public release through the technical point of contact identified on the DD 254.

Additional information related to the facility clearance process can be obtained by visiting www.dss.mil or http://www.dss.mil/isec/pcl_index.htm.

5.6 SAFEGUARDING COVERED DEFENSE INFORMATION AND CYBER INCIDENT REPORTING

1. NCIS/Industry Monitoring

1. In the event of a cyber incident or at any time the Government has indication of a vulnerability or potential vulnerability, the Contractor shall cooperate with the Naval Criminal Investigative Service (NCIS), which may include cooperation related to: threat indicators; pre-determined incident information derived from the Contractor's infrastructure systems; and the continuous provision of all Contractor, subcontractor or vendor logs that show network activity, including any additional logs the contractor, subcontractor or vendor agrees to initiate as a result of the cyber incident or notice of actual or potential vulnerability.
2. In all cases, the collection or provision of data and any activities associated with this statement of work shall be in accordance with federal, state, and non-US law.

5.7 OPERATIONS SECURITY (OPSEC)

5.7.1 The Contractor shall protect critical information associated with this contract to prevent unauthorized disclosure. The NSWC Philadelphia Division's (NSWCPD) Critical Information List (CIL)/ CIIL (Critical Indicators and information list) will be provided on site, if warranted. Performance under this contract requires the contractor to adhere to OPSEC requirements. The Contractor may not impose OPSEC requirements on its subcontractors unless NSWCPD approves the OPSEC requirements. During the period of this contract, the Contractor may be exposed to, use, or produce, NSWCPD Critical Information (CI) and/or observables and indicators which may lead to discovery of CI. NSWCPD's CI will not be distributed to unauthorized third parties, including foreign governments, or companies under Foreign Ownership, Control, or Influence (FOCI).

5.7.2 CUI correspondence transmitted internally on the contractor's unclassified networks or information systems, and externally, shall be protected per NIST SP-800-171, Protecting Controlled Unclassified Information (CUI) in Non-federal Systems and Organizations. Assembled large components/systems being transported to and from testing areas, other production or government facilities (whether or not on public

roadways) shall be in an enclosed van trailer or covered flatbed trailer. Component/System outside storage, staging, and test areas shall be shielded/obscured from public view wherever physically possible.

5.7.3 NSWCPD's CI shall not be publicized in corporate wide newsletters, trade magazines, displays, intranet pages or public facing websites. Media requests related to this project shall be directed to the PCO, and the COR who will forward the required to the NSWCPD Public Release Authority for review.

5.7.4 Any attempt by unauthorized third parties to solicit, obtain, photograph, or record, or; incidents of loss/compromise of government Classified or CI, Business Sensitive, Company Proprietary information related to this or other program must be immediately reported to the contractor's Facility Security Officer and Cognizant Security Office and/or the Naval Criminal Investigative Service, and the NSWC PD Security Division (Code 105.1). Questions concerning these requirements shall be directed to the PCO, and the COR who will forward the request to the NSWC PD Security Division (Code 105.1).

5.8 RECEIPT, STORAGE, AND GENERATION OF CONTROLLED UNCLASSIFIED INFORMATION (CUI)

All Controlled Unclassified Information (CUI) associated with this contract must follow the minimum marking requirements of DoDI 5200.48, Section 3, paragraph 3.4.a, and include the acronym "CUI" in the banner and footer of the document. In accordance with DoDI 5200.48, CUI must be safeguarded to prevent Unauthorized Disclosure (UD). CUI export controlled technical information or other scientific, technical, and engineering information must be marked with an export control warning as directed in DoDI 5230.24, DoDD 5230.25, and Part 250 of Title 32, CFR. Nonfederal information systems storing and processing CUI shall be protected per NIST SP-800-171, or subsequent revisions. All transmissions to personal email accounts (AOL, Yahoo, Hotmail, Comcast, etc.) and posting on social media websites (Facebook, Instagram, Twitter, LinkedIn, etc.) are prohibited. Destroy CUI associated with this contract by any of the following approved methods: A cross-cut shredder; a certified commercial destruction vendor; a central destruction facility; incineration; chemical decomposition; pulverizing, disintegration; or methods approved for classified destruction.

5.9

This effort requires access to classified information up to the SECRET level. Naval Nuclear Propulsion Information (NNPI) and Confidential Restricted Data (C-RD) will be required for specific tasks under this contract. All Contractor personnel accessing classified information, materiel, or spaces associated with the resultant contract must be United States citizens and shall have and maintain a SECRET security clearance at time of contract award. An interim SECRET clearance is acceptable. For Tasks requiring access to C-RD, a final clearance, at the Confidential level at minimum, is required. Requirements of attached DD Form 254 apply.

6.0 PLACE OF PERFORMANCE

6.1.1 Performance will occur at NSWCPD Philadelphia or contractor's site as indicated in the level of effort in Section 9.

6.1.2 Government will provide computer's to contractors performing work at NSWCPD and at the contractor's off site location.

6.1.3 The specific location(s) will be provided at time of award of the Task Order. The Contractor shall provide a list of employees who require access to these areas, including standard security clearance information for each person, to the Contracting Officer Representative (COR) no later than three business days after the date of award. The work space provided to the Contractor personnel shall be identified by the Awardee, with appropriate signage listing the company name and individual Contractor employee name.

6.1.4 Access to Government buildings at Naval Surface Warfare Center Philadelphia Division is from 0600 to 1800 Monday through Friday, except Federal holidays. Normal work hours are from 0600 to 1800, Monday through Friday. Contractor employees shall be under Government oversight at all times. Government oversight requires that a Government employee be present in the same building/facility whenever Contractor employee(s) are performing work under this Contract/Task Order. Contractor personnel are not allowed to access any Government buildings at NSWCPD outside the hours of 0600 to 1800 without the express approval of the Procuring Contracting Officer (PCO).

6.1.5 Early Dismissal and Closure of Government Facilities

6.1.5.1 When a Government facility is closed and/or early dismissal of Federal employees is directed due to severe weather, security threat, or a facility related problem that prevents personnel from working, onsite Contractor personnel regularly assigned to work at that facility should follow the same reporting and/or departure directions given to Government personnel. The Contractor shall not direct charge to the contract for time off, but shall follow its own company policies regarding leave. Non-essential Contractor personnel, who are not required to remain at or report to the facility, shall follow their parent company policy regarding whether they

should go/stay home or report to another company facility. Subsequent to an early dismissal and during periods of inclement weather, onsite Contractors should monitor radio and television announcements before departing for work to determine if the facility is closed or operating on a delayed arrival basis.

6.1.5.2 When Federal employees are excused from work due to a holiday or a special event (that is unrelated to severe weather, a security threat, or a facility related problem), on site Contractors will continue working established work hours or take leave in accordance with parent company policy. Those Contractors who take leave shall not direct charge the non-working hours to the Contract/Task Order. Contractors are responsible for predetermining and disclosing their charging practices for early dismissal, delayed openings, and closings in accordance with the FAR, applicable cost accounting standards, and company policy. Contractors shall follow their disclosed charging practices during the Contract/Task Order period of performance, and shall not follow any verbal directions to the contrary. The PCO will make the determination of cost allowability for time lost due to facility closure in accordance with FAR, applicable Cost Accounting Standards, and the Contractor's established accounting policy.

6.1.6 The contractor shall ensure that each contractor employee who will be resident at NSWCPD completes the Environmental Management System (EMS) Awareness training within 30 days of commencing performance at NSWCPD. This document is available at: <https://navsea.navy.deps.mil/wc/pnbc-code10/Safety/default.aspx>

6.1.7 In accordance with C-223-W002, ON-SITE SAFETY REQUIREMENTS (NAVSEA), the contractor shall certify by e-mail to Paul Breeden (paul.breeden@navy.mil) that on-site employees have read the “Philadelphia Division Environmental Policy and Commitment” and taken the EMS Awareness training within 30 days of commencing performance at NSWCPD. The e-mail shall include the employee name, work site, and contract number.

7.0 TRAVEL

7.1 The Contractor may be required to travel from the primary performance location when supporting this requirement.

Travel in support of this requirement is anticipated to include, but may not be limited to, the following alternate performance locations:

Philadelphia PA

Norfolk VA

Chesapeake VA

San Diego CA

Washington DC

7.2 The number of times the Contractor may be required to travel to each location cited above may vary as program requirements dictate, provided that the total estimated travel cost is not exceeded. The numbers of trips and types of personnel traveling shall be limited to the minimum required to accomplish work requirements. All travel shall be approved by the COR and Contracting Officer before travel occurs. Approval may be via the Technical Instruction (TI). Before initiating any travel, the Contractor(s) shall submit a detailed and fully-burdened estimate that includes the number of employees traveling, their expected travel costs for airfare, lodging, per diem, rental car, taxi/mileage and any other costs or actions requiring approval. The travel estimate shall be submitted to the Contracting Officer's Representative (COR) and Contract Specialist. Actuals cost, resulting from the performance of travel requirements, shall be reported as part of the Contractor's monthly status report. The reportable cost shall also be traceable to the Contractor's invoice

7.3 All travel shall be conducted in accordance with FAR 31.205-46, Travel Costs, and HQ B-2-0020 Travel Cost – Alt I (NAVSEA) and shall be pre-approved by the COR. The Contractor shall submit travel reports in accordance with DI-MGMT-81943 (CDRL A002).

7.4 Travel Costs

7.4.1 The current “maximum per diem” rates are set forth in the (i) Federal Travel Regulations for travel in the Continental United States; (ii) Joint Travel Regulations for Overseas Non-Foreign areas (e.g., Alaska, Hawaii, Guam, Puerto Rico, etc.); and (iii) Department of State (DOS) prescribed rates for foreign overseas locations.

8.0 PURCHASES

8.1 Only items directly used and incidental to the services for this Task Order and for work within the scope of the SOW, shall be purchased under the Other Direct Cost (ODC) line items. Purchases of an individual item that is valued above \$10,000 shall be approved by the Contracting Officer prior to purchase by the Contractor. The purchase request and supporting documentation shall be submitted via email to the Contracting Officer and the Contracting Officer's Representative (COR) it shall be itemized and contain the cost or price analysis performed by the Contractor to determine the reasonableness of the pricing. Provide copies of price estimates from at least 2 vendors.

8.2 Information Technology (IT) equipment, or services must be approved by the proper approval authority. All IT requirements, regardless of dollar amount, submitted under this Contract/Task Order shall be submitted to the PCO for review and approval prior to purchase. The definition of information technology is identical to that of the Clinger-Cohen Act, that is, any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. Information technology includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources.

9.0 PERSONNEL

9.1 Personnel Requirements. All persons proposed in key and non-key labor categories shall, at the time of proposal submission, be U.S. citizens holding at least a current SECRET clearance, or possess a favorable DCSA adjudication as outlined in section 5.2.

9.2 Clause 52.222-2 "Payment for Overtime Premiums" will provide for the total approved dollar amount of overtime or will state "zero" if not approved. If overtime premium has not been approved under this contract in accordance with Clause 52.222-2, overtime effort to be performed shall be requested from the Contracting Officer prior to performance of premium overtime. For overtime premium costs to be allowable costs; the Contracting Officer is required to approved the performance of overtime prior to the actual performance of overtime. The dollar amount in FAR 52.222-2 shall equal overtime premium negotiated between the Government and the prime contractor. This overtime premium amount shall equal the prime contractor's unburdened premium OT labor costs plus the subcontractors' fully-burdened premium OT labor costs.

Title	eCRAFT Code	Key	Location GS/CS	Resumes Req	Base year	Option Year 1	Option Year 2	Option Year 3	Option Year 4	Total Hours
Manager, Program/Project*	MANP2	1	GS	1	1,920	1,920	1,920	1,920	1,920	9,600
Manager, Program/Project (OT)*	MANP2	0	GS	0	63	63	63	63	63	315
Supply Technician	01410	0	GS	0	11,520	11,520	11,520	11,520	11,520	57,600
Supply Technician (OT)	01410	0	GS	0	376	376	376	376	376	1,880
Warehouse Specialist – Philadelphia location	21410	0	GS	0	48,000	48,000	48,000	48,000	48,000	240,000

Warehouse Specialist - Phila Location (OT)	21410	0	GS	0	1,878	1,878	1,878	1,878	1,878	9,390
Warehouse Specialist – Norfolk location	21410	0	CS	0	11,520	11,520	11,520	11,520	11,520	57,600
Warehouse Specialist – Norfolk Team Lead	21410	0	CS	0	1,920	1,920	1,920	1,920	1,920	9,600
Data Entry Operator II	01052	0	CS	0	38,400	38,400	38,400	38,400	38,400	192,000
Data Entry Operator II (OT)	01052	0	CS	0	1,252	1,252	1,252	1,252	1,252	6,260
Logistician (LVL II)	LGT2	0	GS	0	1,920	1,920	1,920	1,920	1,920	9,600
Logistician (LVL II) (OT)	LGT2	0	GS	0	125	125	125	125	125	625
Logistician (LVL II)	LGT2	0	CS	0	7,680	7,680	7,680	7,680	7,680	38,400
Logistician (LVL II) (OT)	LGT2	0	CS	0	313	313	313	313	313	1,565
Logistician (LVL I)	LGT1	0	GS	0	3,840	3,840	3,840	3,840	3,840	19,200
Logistician (LVL I) (OT)	LGT1	0	GS	0	125	125	125	125	125	625
Logistician (LVL I)	LGT1	0	CS	0	7,680	7,680	7,680	7,680	7,680	38,400
Logistician (LVL I) (OT)	LGT1	0	CS	0	626	626	626	626	626	3,130
Material Handler Laborer	21050	0	GS	0	9,600	9,600	9,600	9,600	9,600	48,000
Material Handler Laborer (OT)	21050	0	GS	0	313	313	313	313	313	1,565
TOTAL					149,071	149,071	149,071	149,071	149,071	745,355

9.3 The level of effort for the performance of the resultant Task Order is based on the following labor categories and hours per year:

GS = Government Site CS = Contractor Site

9.4 Key Personnel

9.4.1 The Contractor shall allow as many personnel as practicable to remain on the job to help the successor maintain the continuity and consistency of the services required by this Task Order in accordance with Clause 52.237-3 Continuity of Services (Jan 1991) in the basic SeaPort contract. The Contractor also shall disclose necessary personnel records and allow the successor to conduct on-site interviews with these employees. If selected employees are agreeable to the change, the Contractor shall release them at a mutually agreeable date and negotiate transfer of their earned fringe benefits to the successor.

9.4.2 In accordance with C-237-H002 Substitution of Key Personnel, the following labor categories are designated as the target Key Personnel for this contract. Resumes will be submitted for each category in the quantities indicated by the key category description. Target qualifications are listed below for each education and work experience qualifications for each key personnel labor category.

The proposed combined expertise of all proposed key personnel shall cover at a minimum all requirements for task areas in this SOW.

9.4.3 The Contractor shall provide individuals to fill the key positions identified below.

9.4.4 The Contractor shall indicate within the personnel section of its proposal, and/or indicate within individual submitted resume(s), any personnel security clearance requirements as stipulated in section 9.1 above.

Manager, Program/Project (1 Resume):

Target Education: Individual should possess a Bachelor's of Science or Arts Degree in Business Management, Supply Chain Management or related field from an accredited college or university with experience as outlined below. In lieu of the education requirement, individual shall have a minimum of ten (10) years of prior military, Department of Defense or related business experience in Inventory Management, Logistics, or Plant Property & Equipment/Asset Management.

Target Experience: Included in the experience should be a minimum of five (5) years' experience working with NAVY and NAVY Enterprise Resource Planning (N-ERP) solutions. Relevant experience in a management capacity with responsibilities for material accountability, major project or program level management of contractors/subordinates, and performance of physical inventories of PP&E/AM or OM&S should be included or easily identified in provided resume. Working knowledge of DoD FMR Volume 4, Chapter 4, DoN Federal Financial Management Improvement Act (FFMIA) Statement of Assurance, and SECNAVINST 4440.33A is required. **A SECRET level Security Clearance or the capability to receive one is required.**

9. 5 Non-Key Personnel

Although resumes for "Non-Key Personnel" are not required, offerors must fully demonstrate their ability to provide the non-key personnel listed below who meet the requirements that follow. The Contractor provide a statement as to their ability to supply the non-key personnel with the experience required to perform the efforts specified in the performance work statement. The Contractor shall provide individuals to fill the non-key positions identified below:

Supply Technicians:

Minimum Education: Individual shall possess a Bachelor's of Science or Arts Degree in Business Management, Supply Chain Management or related field from an accredited college or university with experience as outlined below. In lieu of the education requirement, individuals shall have a minimum of four (4) years of prior military, Department of Defense or related business experience related in Plant Property & Equipment / Asset Management.

Minimum Experience: Included in the experience shall be a minimum of two (2) years' managing or leading a team responsible for property/asset or material accountability. Working knowledge of Plant Property & Equipment / Asset and Supply Chain management policies and regulations including FMR, FAR, and DoD Instructions. **A SECRET level Security Clearance is or the capability to receive one is required.**

Warehouse Specialist (Philadelphia, Norfolk, and Norfolk Team Lead):

Minimum Education: Individual shall have a high school diploma or GED equivalent and shall have experience outlined below.

Minimum Experience: Included in the experience shall be a minimum of five (5) years working on a team responsible for property/asset or material accountability. Working knowledge of Plant Property & Equipment / Asset and Supply Chain management policies and regulations. **A SECRET level Security Clearance is or the capability to receive one is required.**

Data Entry Operator II:

Minimum Education: Individual shall have a high school diploma or GED equivalent and shall have experience outlined below.

Minimum Experience: Experience shall include one (1) year of searching for, interpreting, selecting, or coding items to be entered from a variety of source documents. Working knowledge of NAVY Enterprise Resource Planning N-ERP is required. A **SECRET level Security Clearance is or the capability to receive one is required.**

Logistician (LVL I):

Minimum Education: Individual shall have a high school diploma or GED equivalent and shall have experience outlined below.

Minimum Experience: Experience shall include three (3) years of prior military, Department of Defense, or business experience related to defense logistics. Working knowledge of NAVY Enterprise Resource Planning N-ERP. A **SECRET level Security Clearance is or the capability to receive one is required.**

Logistician (LVL II):

Minimum Education: Individual shall have a high school diploma or GED equivalent and shall have experience outlined below.

Minimum Experience: Experience shall include seven (7) years of prior military, Department of Defense, or business experience related to defense logistics. Working knowledge of NAVY Enterprise Resource Planning N-ERP is preferred. A **SECRET level Security Clearance is or the capability to receive one is required.**

Material Handler Laborer:

Minimum Education: Individual shall have a high school diploma or GED equivalent and shall have experience outlined below.

Minimum Experience: The experience shall include one (1) year experience in warehouse operations including picking, shipping, warehouse inspection, inventory accuracy management, and setting up storage locations. Relevant experience in space planning, automation warehouse systems, identification of materials, and working knowledge of NAVY Enterprise Resource Planning. A **SECRET level Security Clearance is or the capability to receive one is required.**

10.0 GOVERNMENT FURNISHED PROPERTY

The Government shall provide Government Furnished Property (GFP) and Government Furnished Material (GFM) for this Task Order (TO). GFP/GFM Attachment shall be filed in Procurement Integrated Enterprise Environment, and CDRL Government Furnished Property Inventory Report and Government Furnished Material (GFM) by National Stock Number apply. GFP includes the government issued laptops as well as the inventory at the Norfolk warehouse.

11.0 ENTERPRISE-WIDE CONTRACTOR MANPOWER REPORTING APPLICATION (ECMRA)

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address <https://doncmra.nmci.navy.mil>. Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FT, all data shall be reported not later than October 31 of each calendar year.

Contractors may direct questions to the help desk, lined at <https://doncmra.nmci.navy.mil>

12.0 NSWCPD Electronic Cost Reporting and Financial Tracking (eCRAFT) System

(a) The Contractor agrees to upload the Contractor's Funds and Man-hour Expenditure Reports in the Electronic Cost Reporting and Financial Tracking (eCRAFT) System. The eCRAFT Reports must use the standardized labor categories identified in Section C - Statement of Work. Compliance with this requirement is a material requirement of this contract. Failure to comply with this requirement may result in contract termination.

(b) The Contractor's Funds and Man-hour Expenditure Report reports contractor expenditures for labor, materials, travel, subcontractor usage, and other contract charges.

(c) The contractor agrees to provide supporting accounting system reports, at the Contracting Officer's request, based on the review of the invoice documentation submitted to eCRAFT. This documentation will include reports such as the Job Summary Report (or equivalent), Labor Distribution Report (or equivalent), and General Ledger Detail Report (or equivalent). Supporting labor data provided must include unburdened direct labor rates for each employee and labor category. Cost breakdowns for ODCs, Materials, travel and other non-labor costs must be at the transactional level in sufficient detail so the Government can review allocability to the contract/task order. Indirect costs allocated to direct costs must be shown at the lowest level of detail sufficient to reconcile each indirect rate to the appropriate allocation base.

On invoices containing subcontractor costs, the prime contractor agrees, at the Contracting Officer's request, to attach as supporting documentation all invoices received from subcontractors, unless the subcontractor submits invoices directly to the CO and COR. This requirement applies to all subcontract types (Cost, FFP, etc.).

(d) The contractor shall submit its reports on the same day it submits an invoice in iRAPT. The costs reflected in eCRAFT shall be the same as those in iRAPT. eCRAFT acceptance/rejection will be indicated by e-mail notification from eCRAFT.

(e) The eCRAFT Periodic Report Utility (ePRU) is an Excel tool used to facilitate generating reports of expenditures-against-cost contracts. The generated XML files will then be submitted by the ePRU tool via email to NUWC_NPT_eCRAFT.FCT@navy.mil for submission into the eCRAFT Database Management System.

The ePRU spreadsheet and user manual can be obtained from the NUWC Division Newport Contracts Home Page under eCRAFT information at: <http://www.navsea.navy.mil/Home/WarfareCenters/NUWCNewport/Partnerships/Commercial-Contracts/Information-eCraft-/>

C-204-H001 USE OF NAVY SUPPORT CONTRACTORS FOR OFFICIAL CONTRACT FILES (NAVSEA) (OCT 2018)

(a) NAVSEA may use a file room management support contractor, hereinafter referred to as "the support contractor", to manage its file room, in which all official contract files, including the official file supporting this procurement, are retained. These official files may contain information that is considered a trade secret, proprietary, business sensitive or otherwise protected pursuant to law or regulation, hereinafter referred to as "protected information". File room management services consist of any of the following: secretarial or clerical support; data entry; document reproduction, scanning, imaging, or destruction; operation, management, or maintenance of paper-based or electronic mail rooms, file rooms, or libraries; and supervision in connection with functions listed herein.

(b) The cognizant Contracting Officer will ensure that any NAVSEA contract under which these file room management services are acquired will contain a requirement that:

(1) The support contractor not disclose any information;